

The University of Tennessee at Chattanooga Probationary Period Performance Review

Employee Name		Position Title	
Personnel Number		Department	
Regular Employment Date		Probationary Period End Date	

Please complete this form before the end of the employee's six-month anniversary of regular service with the University of Tennessee at Chattanooga. The content of this performance review should be discussed with the employee before it is returned to the Office of Human Resources for inclusion in his/her personnel file. The supervisor should evaluate each performance element and mark the appropriate response.

Key Performance Elements:

1. Accomplishments - the extent to which the employee meets expectations in performing the job functions of his/her position as defined in the Position Description Questionnaire (PDQ).

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations

Comments:

2. Service & Relationships - the extent to which the employee's behaviors are directed toward fostering positive working relationships in a diverse workplace, respect for one's fellow workers, and cooperation with students, customers, and visitors.

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations

Comments:

3. Accountability & Dependability - the extent to which the employee contributes to the effectiveness of the department and the overall mission of the University.

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations

Comments:

4. Adaptability & Flexibility - the extent to which the employee exhibits openness to new ideas, programs, systems, and/or structures.

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations

Comments:

5. Decision Making & Problem Solving - the extent to which the employee makes sound and logical job-related decisions that are in the best interest of the University.

- 5 Consistently Exceeds Expectations
- 4 Fully Achieves and Occasionally Exceeds Expectations
- 3 Fully Achieves Expectations
- 2 Sometimes Achieves Expectations
- 1 Rarely Achieves Expectations

Comments:

Please evaluate the employee's overall work performance:

- Acceptable Performance
- Unacceptable Performance

I have discussed this review with the employee. She/he will be:

- Retained
- Terminated Date of Termination

Staff Member Signature (required)

Date

Supervisor Signature (required)

Date

Administrative Review Signature (required)

Title of Reviewer

Date

Please send original with any attachments to the Office of Human Resources for review and retention in permanent personnel file.

Human Resources Officer Signature

Date